

INSTRUCTIONAL PLANNING AND ORGANIZATION
COORDINATION ACTIVITIES

PROGRAM MANAGEMENT AND PLANNING

INSTRUCTIONAL MATERIALS UTILIZATION

QUALIFIED PERSONNEL

ADULT EDUCATION

AGRICULTURAL EDUCATION

INSTRUCTIONAL FACILITIES

STUDENT ACCOUNTING AND REPORTS

ENROLLMENT AND STUDENT-TEACHER RATIO

SAFETY TRAINING AND PRACTICES

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

EQUIPMENT AND SUPPLIES

TEACHER/LOCAL TEAM SELF-STUDY
of STANDARDS and QUALITY INDICATORS for
AGRICULTURAL SCIENCE AND BUSINESS
PROGRAM IMPROVEMENT

**TEACHER/LOCAL TEAM
SELF-STUDY
of
STANDARDS
and
QUALITY INDICATORS
for
AGRICULTURAL SCIENCE AND BUSINESS
PROGRAM IMPROVEMENT**

School _____

Date _____

Agriculture Instructor(s) _____

Committee Member(s): _____

INTRODUCTION

This questionnaire was developed to assist in reviewing and improving the instructional process of Agricultural Science and Business programs. It is designed to be used by the local teacher or a local team in conducting a comprehensive self-evaluation. The questionnaire is divided into twelve sections corresponding to the twelve standards for review of agricultural education programs.

Each standard is followed by a series of questions or quality indicators, which further define or measure the standard. Some questions are identified by being shaded and those must be met in order to meet the standard. The sum total ranking will serve as a ranking for the standard. The ranking of each standard and corresponding narrative should be recorded and reported in the final self-study report.

DEFINITIONS:

Standard - A descriptive statement established and used as a model of quantitative characteristics for the development, operation and assessment of career and technical education programs.

Quality Indicator - A question that is used to further define or measure the standard.

DIRECTIONS:

Reviewers using this instrument should strive to rate the quality indicators for each program in relationship to the standard.

To complete the questionnaire, carefully read each standard and the quality indicators which follow. For each question that is shaded, the evaluator should indicate if the quality indicator is met or not met by making a check mark on the appropriate line. All other indicators are assessed by circling the appropriate rating in the column on the right. The numbers on the rating scale indicate the following:

	5 = Outstanding
Exceeds Standard	4 = Above Average
Meets Standard	3 = Average
Below Standard	2 = Below Average (Improvement Needed)
	1 = Poor (Major Improvement Needed)

Evidence Statement - References/sources for evidence and/or improvement aids/resources support aids.

LOCAL PROGRAM PROFILE

School _____

Date of Self-Study _____

Instructor(s) _____

Committee Members _____

Overview of Program Review Process _____

INTRODUCTION

The introduction should include such information as follows: A brief description of the program, course offerings, number of students served, and any unique information about the program and students/communities served.

**TEACHER/LOCAL TEAM
SELF-STUDY
of
STANDARDS
and
QUALITY INDICATORS
for
AGRICULTURAL SCIENCE AND BUSINESS PROGRAM
IMPROVEMENT**

School _____

Date _____

Status Overview	Standard Met	Standard Not Met
STANDARD 1 INSTRUCTIONAL PLANNING AND ORGANIZATION		
STANDARD 2 INSTRUCTIONAL MATERIALS UTILIZATION		
STANDARD 3 QUALIFIED PERSONNEL		
STANDARD 4 ENROLLMENT AND STUDENT-TEACHER RATIO		
STANDARD 5 EQUIPMENT AND SUPPLIES		
STANDARD 6 INSTRUCTIONAL FACILITIES		
STANDARD 7 SAFETY TRAINING AND PRACTICES		
STANDARD 8 PROGRAM MANAGEMENT AND PLANNING		
STANDARD 9 CAREER AND TECHNICAL STUDENT ORGANIZATIONS		
STANDARD 10 COORDINATION ACTIVITIES		
STANDARD 11 STUDENT ACCOUNTING AND REPORTS		
STANDARD 12 ADULT EDUCATION ACTIVITIES		

EVIDENCE LIST

Below is a listing of items of evidence that can be used to support the program Standards. While the list is not all inclusive, it is provided to give a sample of the items needed for the agriculture program review. Not all items are applicable to every program.

STANDARD 1

Advisory Committee Membership List
& Minutes
Course Standards
Lesson Objectives
Summer Calendar
Summer Program Summary
Teaching Calendar
Written Grading Policy
Evaluation Materials

STANDARD 2

Course Outlines
Department Budget
Teaching Calendar
Department Inventory
Support Material/Resources/Equipment List

STANDARD 3

Organizational Membership List of the Instructor(s)
Professional Improvement Plan
Record of Professional Improvement/Development
Meetings / Activities Attended

STANDARD 4

Class Schedule
List of Class Enrollments (include grade level,
male, female, special populations)
Student Recruitment/Career Information Materials Access

STANDARD 5

Annual Equipment & Supplies Request
Completed Safety Checklist
Department Inventory
Purchasing/Replacement Plan

STANDARD 6

Completed Safety Checklist
Facility Floor Plans, Facility Appropriateness to
program/courses offered

STANDARD 7

Completed Safety Checklist
Safety Test on File
Safety Instruction

STANDARD 8

Program Marketing Plan
Advisory Committee Membership List & Minutes
Annual Program Evaluations Samples of Student
1 & 3 Year Placement Follow-up Data

STANDARD 9

Agriculture Department Philosophy & Objectives
Reporting Items
Individual/Chapter Award Applications
FFA Banquet or Awards Assembly Program
FFA Participation Record
FFA Program of Activities
FFA Roster
FFA Scrapbook
FFA Secretary's Book
High School Student Handbook or website
Student Portfolios or examples of work

STANDARD 10

SAE Visitation Record
Student Notebooks
Student SAE Record Books or Computerized Records
Student Training Agreements
Unique Student SAE Partnerships
Summary of Completed Supervised Agriculture
Experience Program
Teaching Calendar

STANDARD 11

Student Records/Portfolios/Success Stories
1 & 3 Year Placement Follow-up Data

STANDARD 12

Adult Educational Activity Schedule
Young Farmer Program of Activities
Young Farmer Roster
Young Farmer Chapter/Individual Award Application

**INSTRUCTIONAL PLANNING AND ORGANIZATION
STANDARD ONE**

Standard No. 1 - The state curriculum for all agriculture courses is being utilized with input from the community, students, and administration and includes the identification of specific goals and objectives, standards, SAE supervision, and leadership instruction.

Rationale: The instructional program should be designed to develop knowledge and skills that are essential for success in meeting the career objectives of students. There should be evidence that each instructional unit has been properly planned and organized and is being implemented in a sequential manner. The agriculture program should implement a grading system which is based upon identified criteria.

The course of study for the agriculture program shall include both theory and skill lessons along with other supplemental learning activities which will serve to guide the program toward desirable learning outcomes. The course of study shall be integrated and organized in such a manner as to produce a well-balanced program of instruction.

QUALITY INDICATORS

TO WHAT EXTENT:

A. . . . is curriculum/instruction continually revised/updated and directed toward appropriate and clearly formulated objectives to meet state standards and local needs with input from the community, industry, and local administration?

MET
 NOT MET

Evidence: Lesson Plan Library, Course Standards, Advisory Committee Minutes, Instruction Reflects State Standards, Agricultural Science for Science Graduation and Diploma Requirements is available / utilized.

COMMENTS:

Quality Rating System ➡ ➡ ➡

- 1 = Poor
- 2 = Below Average
- 3 = Average
- 4 = Above Average
- 5 = Outstanding

B. . . . does the agriculture program function with a proper balance between classroom and laboratory, SAE, and FFA organization activities? 1 2 3 4 5

Evidence: Course Descriptions, Teaching Calendars, Lesson Objectives, Standards, FFA Program of Activities

COMMENTS:

C. . . . are the objectives, teaching calendars, and course offerings for the instructional program specified in writing? 1 2 3 4 5

Evidence: Course Descriptions, Teaching Calendars, Lesson Objectives, State Standards

COMMENTS:

ALL QUALITY INDICATORS THAT ARE SHADED MUST BE MET IN ORDER TO MEET THE STANDARD

INSTRUCTIONAL PLANNING AND ORGANIZATION

STANDARD ONE (Continued)

QUALITY INDICATORS

TO WHAT EXTENT:

D... is a written agriculture program summer plan submitted and outcomes discussed with the administration annually? 1 2 3 4 5

Evidence: Last year's summer plan and summary, Administrator interview

COMMENTS:

E...are related academics incorporated/integrated into the instructional content? 1 2 3 4 5

Evidence: Course standards/objectives, higher student expectations demonstrated by: samples of integrated, challenging math, science, social studies, reading content, Agricultural Science projects/exhibits, and samples reflect real world and relevant learning activities.

COMMENTS:

F.....is there evidence of a grading system for measurement of student achievement which includes a balance between classroom and laboratory instruction and SAE (including record-keeping)? 1 2 3 4 5

Evidence: Written or computer grading system/policy, grade record information

COMMENTS:

G.. .are students informed in writing of course objectives and frequently informed of their level of success? 1 2 3 4 5

Evidence: Sample of student information, sample quiz, test, scorecard of activity, lab/skill sheets, other performance measure samples.

COMMENTS:

Sum the ratings in the preceding columns....._____ Total Points

To meet Standard One, Quality Indicator A must be met and the Total Points must equal or exceed 18 points.

Was Quality Indicator A met?..... _____ YES ____ NO

**INSTRUCTIONAL MATERIALS UTILIZATION
STANDARD TWO**

Standard No. 2 - The agriculture program has the resources necessary to implement the state and local curriculum and to adapt to the needs of students.

Rationale: The availability and proper utilization of instructional materials is considered essential to conducting quality instruction. Schools offering agriculture programs shall ensure that adequate amounts of such materials, including state instructional materials, audiovisual aids, reference texts, standards, connection to appropriate websites, etc., are made available for instructional purposes. Agriculture instructors shall utilize a variety of instructional materials, technology and methods in accordance with student needs and the goals and objectives of the local program.

QUALITY INDICATORS

TO WHAT EXTENT:

A. . .are a variety of appropriate instructional materials and equipment available and utilized?

<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
--

Evidence: Inventory, Course Outlines, DOE Equipment & Supplies List items
COMMENTS:

Quality Rating System = = =

- 1= Poor
- 2 = Below Average
- 3 = Average
- 4 = Above Average
- 5 = Outstanding

B. . .is the curriculum enriched by utilizing related resources of the community (guest speakers and field trips to production and agribusinesses)?

1 2 3 4 5

Evidence: Teaching calendars
COMMENTS:

C. . .are methods of teaching adapted to meet individual needs, interests, and rates of learning?

1 2 3 4 5

Evidence: Course outlines, Teaching calendars, Lesson plans, etc.
COMMENTS:

ALL QUALITY INDICATORS THAT ARE SHADED MUST BE MET IN ORDER TO MEET THE STANDARD

INSTRUCTIONAL MATERIALS UTILIZATION

STANDARD TWO (Continued)

QUALITY INDICATORS

TO WHAT EXTENT:

D.. .does the department maintain a variety of up-to-date agricultural reference materials (books, CD-ROMS, periodicals, agricultural publications including career awareness opportunities, career preparation materials and website addresses)? 1 2 3 4 5

Evidence: Department budget, computers with Internet connection, reference or resource centers.

COMMENTS:

E.. .does the department maintain an instructional records filing system? (paper, disk, CD-Rom) 1 2 3 4 5

Evidence: Records System

COMMENTS:

F.....does the department have appropriate equipment and materials which demonstrate current technology, trends/directions in the agriculture industry? 1 2 3 4 5

Evidence: multi-media computer systems, software packages, CD ROMS, videos, GPS items, lab equipment/resources

COMMENTS:

Sum the ratings in the preceding columns..... Total Points

To meet Standard Two, Quality Indicator A must be met and the Total Points must equal or exceed 15 points.

Was Quality Indicator A met?..... YES ____ NO ____

**QUALIFIED INSTRUCTIONAL PERSONNEL
STANDARD THREE**

Standard No. 3 - Continued professional development of the agriculture program staff is demonstrated by participation in workshops, conferences, professional development activities, and community involvement.

Rationale: Selecting, developing, and retaining an instructional staff which is competent to meet the needs of career and technical training is of utmost importance to the success of the teaching program. Realizing that agriculture instruction is unique in education, all instructors shall have an adequate general education along with recent work experience which will enable them to relate their instruction to business or industrial methodology. As evidence of proper preparation, all agriculture instructors shall meet or exceed state certification requirements and will hold a current teaching certificate appropriate to their subject area. In addition to these minimums, all agriculture instructors should continuously strive to improve their skills and knowledge by upgrading certification requirements and by attending professional improvement meetings, workshops, state conferences, etc.

QUALITY INDICATORS

TO WHAT EXTENT:

A.. .has the instructor continued his/her technological growth through college credit courses, attendance at workshops, and other sources of training?	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
---	--

Evidence: Professional development plan and listing of participant activities using technology.
COMMENTS:

B.. .is each instructor employed year-round to supervise the agriculture program?	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
--	--

Evidence: Teachers contract length, SAE materials, FFA & IYFA Program of Activities
COMMENTS:

Quality Rating System ➔ ➔ ➔

- 1 = Poor
- 2 = Below Average
- 3 = Average
- 4 = Above Average
- 5 = Outstanding

C.. .has the instructor continued his/her professional growth by attending professional improvement meetings, workshops, conferences, and conventions? 1 2 3 4 5

Evidence: Listing of activities attended
COMMENTS:

ALL QUALITY INDICATORS THAT ARE SHADED MUST BE MET IN ORDER TO MEET THE STANDARD
--

QUALIFIED INSTRUCTIONAL PERSONNEL

STANDARD THREE (continued)

TO WHAT EXTENT:

D. . .does the instructor participate in community activities (e.g., civic organizations Chamber of Commerce, Fair Board, Extension, etc.)? 1 2 3 4 5

Evidence: List of organizational memberships, Community Partnerships, Collaboration Activities, etc.

COMMENTS:

E. . .does the instructor work harmoniously with other faculty and correlate his/her instructional program with other subject areas? 1 2 3 4 5

Evidence: Record of curriculum meetings and/or joint activities with academic teachers, administrator interview, listing of meeting state academic standards in various areas

COMMENTS:

F. . .is the administration kept adequately informed of program and teacher activities? 1 2 3 4 5

Evidence: Copy of correspondence/newsletter to administrator, other communications

COMMENTS:

G. . .does the instructor ensure that counselors and administrators are familiar with the goals, objectives, activities, prerequisites, etc., of the agriculture program? 1 2 3 4 5

Evidence: Record of meetings with counselor/administrator, marketing materials, Ag Career Clusters, Career Plans, Program Marketing Flyers, etc.

COMMENTS:

Sum the ratings in the preceding columns..... Total Points

To meet Standard Three, Quality Indicators A and B must be met and the Total Points must equal or exceed 15 points.

Was Quality Indicator A met?..... YES NO

Was Quality Indicator B met?..... YES NO

**ENROLLMENT AND STUDENT/TEACHER RATIO
STANDARD FOUR**

Standard No. 4 - the teaching load, class sizes, and classroom/laboratory facilities should meet the needs of students in the local school district.

Rationale: The teaching load student-teacher ratio will vary with the program, contingent upon the number of students to be served, the specific skills to be taught, the size of the facility and training stations, and the methods of instruction to be used. However, reasonable enrollment limits must be maintained in order to ensure that state standards and program objectives may be met in an efficient and effective manner. Unless otherwise specified, program enrollment limits shall be maintained in each career and technical course.

QUALITY INDICATORS

TO WHAT EXTENT:

A. . .are class sizes appropriate for effective instruction in the facilities available?

<input type="checkbox"/> MET
<input type="checkbox"/> NOT MET

Evidence: Class enrollments versus facilities, training stations, and instructional strategies
COMMENTS:

Quality Rating System → → →

- 1 = Poor
 - 2 = Below Average
 - 3 = Average
 - 4 = Above Average
 - 5 = Outstanding
-

B. . .are training stations and/or items of equipment sufficient in terms of the number of students enrolled in the largest class? 1 2 3 4 5

Evidence: Class enrollments versus available equipment, training space, lab area
COMMENTS:

C. . .does the instructor have input to counselors and administrators in scheduling classes to avoid conflicts with other courses needed to meet graduation/college entrance requirements? 1 2 3 4 5

Evidence: Master class schedule
COMMENTS:

ALL QUALITY INDICATORS THAT ARE SHADED MUST BE MET IN ORDER TO MEET THE STANDARD

ENROLLMENT AND STUDENT/TEACHER RATIO

STANDARD FOUR (continued)

QUALITY INDICATORS

TO WHAT EXTENT:

D. . .are the students given a clear understanding of the purposes and nature of the program and career opportunities prior to enrollment? 1 2 3 4 5

Evidence: Course descriptions, student recruitment materials, counselor information provided to students, Ag Career Cluster Models, career plans

COMMENTS:

E. . .are both female and male students enrolled in each course in the agriculture program? 1 2 3 4 5

Evidence: Class enrollments

COMMENTS:

F. . .are instructors notified when handicapped/disadvantaged students are enrolled and advised to the specific needs of the students? 1 2 3 4 5

Evidence: List of handicapped/disadvantaged students enrolled

COMMENTS:

Sum the ratings in the preceding columns..... _____ Total Points

To meet Standard Four, Quality Indicator A must be met and the Total Points must equal or exceed 15 points.

Was Quality Indicator A met?..... _____ YES _____ NO

EQUIPMENT AND SUPPLIES
STANDARD FIVE

Standard No. 5 - Proper equipment and supplies are provided to support the curriculum, meet the needs of the students and represent industry standards.

Rationale: Proper equipment and adequate supplies must be made available to support the agriculture program. Schools offering career and technical programs shall provide funds for equipment and supplies in accordance with acceptable standards and at a level to assure quality career and technical education. Equipment selected should be representative of the grade and type used by business and industry and must meet or exceed all appropriate safety standards.

QUALITY INDICATORS

TO WHAT EXTENT:

A. . .have adequate funds been provided for the purchase of consumable supplies and equipment?

MET
 NOT MET

Evidence: Department budget and inventory
COMMENTS:

B. . .is a complete inventory maintained on all equipment?

MET
 NOT MET

Evidence: Department inventory
COMMENTS:

Quality Rating System → → →

1 = Poor
2 = Below Average
3 = Average
4 = Above Average
5 = Outstanding

C. . .is the equipment being utilized, adequate, up-to-date and relevant to current agricultural career areas?

1 2 3 4 5

Evidence: Department inventory, reflects preparation of students for existing technologies, and future industry career directions.

COMMENTS:

ALL QUALITY INDICATORS THAT ARE SHADED MUST BE MET IN ORDER TO MEET THE STANDARD

EQUIPMENT AND SUPPLIES

STANDARD FIVE (continued)

QUALITY INDICATORS

TO WHAT EXTENT:

D. . . is a list of needed equipment and supplies submitted to the appropriate administrator at least once a year?

1 2 3 4 5

Evidence: Equipment and supplies request list, 1, 3, 5 year purchase plan

COMMENTS:

E. . . is all equipment properly maintained and in safe working condition?

1 2 3 4 5

Evidence: Safety checklist, evaluator observation

COMMENTS:

Sum the ratings in the preceding columns..... _____ Total Points

To meet Standard Five, Quality Indicators A and B must be met and the Total Points must equal or exceed 9 points.

Was Quality Indicator A met?..... _____ YES _____ NO

Was Quality Indicator B met?..... _____ YES _____ NO

INSTRUCTIONAL FACILITIES
STANDARD SIX

Standard No. 6 - The facilities are accessible to all populations, clean, attractive, safe, healthy, adequate, and appropriate for the instructional program being offered.

Rationale: Physical facilities for agriculture programs shall include adequate space and utilities in classrooms, laboratories, and shop areas which provide for safe and orderly instruction. Both instructional and non-instructional areas, including storage areas, restrooms, and offices, shall be adequate for the number of students and staff using such areas. Special consideration shall be given to handicapped students as well as providing for special needs students.

QUALITY INDICATORS

TO WHAT EXTENT:

A. . . is the size of the facility adequate to assure safe, quality education and training in relationship to the program's objectives?

_____ MET
_____ NOT MET

Evidence: Safety checklist, facility layout, program objectives, recommended Ag. Mechanics laboratory - 2400 sq ft, classroom with computer stations-1125 sq ft, plus recommended science lab area 43 sq ft per student, greenhouse - 1600 sq ft, appropriate storage - 400 sq ft, office/conference/research area - 300 sq ft

COMMENTS:

Quality Rating System ➔ ➔ ➔

- 1 = Poor
- 2 = Below Average
- 3 = Average
- 4 = Above Average
- 5 = Outstanding

B. . . is there a clean-up wash basin available to students?

1 2 3 4 5

Evidence: facility layout, evaluator observation

COMMENTS:

C. . . is there locker/storage space available to each student for lab clothes and supplies, etc?

1 2 3 4 5

Evidence: Facility layout, evaluator observation

COMMENTS:

ALL QUALITY INDICATORS THAT ARE SHADED MUST BE MET IN ORDER TO MEET THE STANDARD

INSTRUCTIONAL FACILITIES

STANDARD SIX (continued)

QUALITY INDICATORS

TO WHAT EXTENT:

D. . .is the agricultural science and business facility attractive and identified? 1 2 3 4 5

Evidence: Evaluator observation

COMMENTS:

E. . .are the instructional facilities properly maintained and arranged in order to provide 1 2 3 4 5
for a conducive learning environment?

Evidence: Evaluator observation

COMMENTS:

F. . .is adequate and appropriate storage provided for hazardous materials? 1 2 3 4 5

Evidence: Safety checklist, inventory of hazardous materials, approved hazardous/flammable
materials cabinet or storage area in school approved site

COMMENTS:

Sum the ratings in the preceding columns....._____ Total Points

To meet Standard Six, Quality Indicator A must be met and the Total Points must equal or exceed 12 points.

Was Quality Indicator A met?....._____ YES _____ NO

SAFETY TRAINING AND PRACTICES
STANDARD SEVEN

Standard No. 7 - Safety is incorporated into all phases of the agriculture program including instruction, facilities, and equipment.

Rationale: Due to the nature of agriculture training and related employment, student safety and safety training are considered essential to quality program operations. Schools offering agriculture programs shall ensure that safety features in the instructional facilities and equipment are properly implemented and maintained. In addition, adequate lighting, heat, and ventilation shall be provided to ensure a safe and healthy learning environment

Agriculture instructors shall ensure that safety training is incorporated into the instructional content of the training program. Student safety practices shall be continuously monitored by the instructor.

QUALITY INDICATORS

TO WHAT EXTENT:

A. . .is safety being taught as a regular part of the instructional program and is there a safety test in each student's file for each piece of equipment the student operates?

<input type="checkbox"/> MET
<input type="checkbox"/> NOT MET

Evidence: Individual student files - safety test on file, teaching calendar, posted safety rules
COMMENTS:

B. . .has a safety inspection been conducted of the facilities including all lab areas and equipment for all phases of the agriculture program?

<input type="checkbox"/> MET
<input type="checkbox"/> NOT MET

Evidence: Completed safety checklist
COMMENTS:

C. . .have time lines been established to correct any deficiencies found in the Agriculture Education Safety Checklist?

<input type="checkbox"/> MET
<input type="checkbox"/> NOT MET
<input type="checkbox"/> NA

Evidence: Completed safety checklist
COMMENTS:

ALL QUALITY INDICATORS THAT ARE SHADED MUST BE MET IN ORDER TO MEET THE STANDARD

SAFETY TRAINING AND PRACTICES

STANDARD SEVEN (continued)

QUALITY INDICATORS

TO WHAT EXTENT:

D. . .are students required to wear safety glasses at all times in the shop/laboratory?

MET
 NOT MET

Evidence: Safety glasses, safety glass storage, student interviews, evaluator observations

COMMENTS:



In order to meet Standard Seven, Quality Indicators A, B, C, and D must be met.

Was Quality Indicator A met?..... YES NO

Was Quality Indicator B met?..... YES NO

Was Quality Indicator C met?..... YES NO

Was Quality Indicator D met?..... YES NO

ALL QUALITY INDICATORS THAT ARE SHADED MUST BE MET IN ORDER TO MEET THE STANDARD

**PROGRAM MANAGEMENT AND PLANNING
STANDARD EIGHT**

Standard No. 8 - Input from students, parents, staff members, and community representatives is used to develop and implement the agriculture program's goals and objectives.

Rationale: An effective and continuous program of community relations is necessary to maintain a close working relationship with business, industry, and other organizations and individuals, and to ensure that agricultural education is relevant to the future needs of students. The purpose of a community relations effort is to inform the public of the program's operations and capabilities and to generate active participation in the development and implementation of the program's goals.

Each agriculture program should actively strive to encourage community involvement and to promote a greater understanding of the program's needs and accomplishments. In addition, each agriculture program shall have a formally organized program advisory committee which is broadly representative of the school community and of the business and industrial community it serves. Each local program shall maintain on file a listing of the names and occupations of the advisory committee members and the minutes of each meeting.

QUALITY INDICATORS

TO WHAT EXTENT:

A...does the agriculture program have a formal advisory committee?	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
---	--

Evidence: Advisory committee membership list which includes appropriate representatives from: business/industry, labor, advocate for disabled, males & females, racial and ethnic minorities.

COMMENTS:

Quality Rating System ➔ ➔ ➔

- 1 = Poor
- 2 = Below Average
- 3 = Average
- 4 = Above Average
- 5 = Outstanding

B...does the program advisory committee meet regularly (minimum of once per year) and maintain records of each meeting? 1 2 3 4 5

Evidence: Advisory committee minutes

COMMENTS:

C...are advisory committee recommendations and services utilized in program activities? 1 2 3 4 5

Evidence: Advisory committee minutes, annual program evaluations, program changes/ implementations

COMMENTS:

ALL QUALITY INDICATORS THAT ARE SHADED MUST BE MET IN ORDER TO MEET THE STANDARD

PROGRAM MANAGEMENT AND PLANNING

STANDARD EIGHT (continued)

QUALITY INDICATORS

TO WHAT EXTENT:

D. . . is the program advisory committee representative of the agricultural community and industry being served by the program? 1 2 3 4 5

Evidence: Advisory committee membership list, community/county profiles, 1, 3 year placement records.

COMMENTS:

E. . . is a sound public relations program being conducted in the school and community with a minimum of one activity per month (radio, TV, news stories, brochures, civic appearances, local fair or show, or website, etc.)? 1 2 3 4 5

Evidence: FFA & IYFA Program of Activities, FFA & IYFA Chapter scrapbook, news articles, marketing plan, website information

COMMENTS:

F. . . is the instructional program annually evaluated to meet the needs of students and the community? 1 2 3 4 5

Evidence: Evaluation plan, evaluation report, student assessment items

COMMENTS:

Sum the ratings in the preceding columns..... Total Points

In order to meet Standard Eight, Quality Indicator A must be met and the Total Points must equal or exceed 15 points.

Was Quality Indicator A met?..... YES ____ NO ____

**CAREER AND TECHNICAL STUDENT ORGANIZATION
STANDARD NINE**

Standard No. 9 - Student leadership development activities are integrated into the agriculture course of instruction, are conducted year round and are supervised by the local agriculture instructor(s).

Rationale: Student leadership development activities are considered an integral part of the course of instruction in all career and technical programs. Each student shall be afforded the opportunity to become an active member of an appropriate career and technical student organization. The leadership development activities associated with the student organization shall be directed and supervised by the local teacher with guidance from the local school administration and the state staff.

QUALITY INDICATORS

TO WHAT EXTENT:

A. . . is the student organization (FFA) an integral part of the instructional program?

<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
--

Evidence: Teaching lesson plans for classes offered, FFA Program of Activities, FFA roster, local, district, and state activity participation.

COMMENTS:

Quality Rating System ➔ ➔ ➔

- 1 = Poor
- 2 = Below Average
- 3 = Average
- 4 = Above Average
- 5 = Outstanding

B. . . are chapter meetings held monthly with students conducting the proceedings? 1 2 3 4 5

Evidence: FFA Program of Activities, FFA Secretary's minutes and listing of activities having participation by members

COMMENTS:

C. . . are all students who are enrolled in the agriculture program afforded the opportunity to participate in the leadership development activities associated with the FFA chapter and state activities? 1 2 3 4 5

Evidence: High school student handbook/course description handbook or website, agriculture department philosophy and objectives

COMMENTS:

ALL QUALITY INDICATORS THAT ARE SHADED MUST BE MET IN ORDER TO MEET THE STANDARD

CAREER AND TECHNICAL STUDENT ORGANIZATION

STANDARD NINE (continued)

QUALITY INDICATORS

TO WHAT EXTENT:

D.. .does the agriculture program maintain 100% membership in the FFA chapter? 1 2 3 4 5

Evidence: FFA roster and class roster

COMMENTS:

E.. .does each FFA member participate in at least one FFA-sponsored activity? 1 2 3 4 5

Evidence: FFA participation record, Points system, etc

COMMENTS:

F.. .has the chapter implemented the FFA program of activities with assigned committees? 1 2 3 4 5

Evidence: FFA participation record, FFA secretary's book, FFA Program of Activities

COMMENTS:

G.. .did the FFA chapter have delegates in attendance at all sessions of the State FFA Convention and encourage participation in district, state, national leadership conferences/conventions? 1 2 3 4 5

Evidence: FFA participation record at various levels

COMMENTS:

H.. .does the FFA chapter hold an annual banquet or awards program for awards and recognition of students with parents, school officials, and community leaders being invited? 1 2 3 4 5

Evidence: FFA program of activities, FFA banquet program, Awards Recognition Program

COMMENTS:

I.. .does the agriculture program and the FFA organization utilize people within the community in their activities? 1 2 3 4 5

Evidence: Former students, parents, volunteers, program of activities, Young Farmers, advisory committee members, and business and industry involvement

COMMENTS:

CAREER AND TECHNICAL STUDENT ORGANIZATION

STANDARD NINE (continued)

QUALITY INDICATORS

TO WHAT EXTENT:

J. . .do chapter members have the opportunity to participate in a minimum of five FFA 1 2 3 4 5
activities above the local level?

Evidence: FFA program of activities, student award resumes, Career Development Events (CDE's) completed
proficiencies and State or American degree forms

COMMENTS:

K. . .did the chapter receive a state superior chapter rating in the past year? 1 2 3 4 5

Evidence:

COMMENTS:

Sum the ratings in the preceding columns..... Total Points

In order to meet Standard Nine, Quality Indicator A must be met and the Total Points must
equal or exceed 30 points.

Was Quality Indicator A met?..... YES ____ NO ____

**COORDINATION ACTIVITIES
STANDARD TEN**

Standard No. 10 - A supervised agricultural experience program is a part of the agriculture program and is implemented through classroom instruction, supervision of student programs, development of on-the-job training programs and regular student monthly record keeping.

Rationale: Agriculture programs are uniquely designed to meet students' occupational objectives through supervised agriculture experiences (SAE) or on-the-job training coupled with regular classroom instruction. Each student participating in cooperative training should be placed in a job related to his/her occupation objective and training program. The instructor should ensure that each student's cooperative training provides experiences that allow the students to meet the goals and objectives of his/her training program.

The agriculture program should ensure that students are legally employed if their cooperative training involves working for pay. As a condition of their employment, a Training Agreement shall be signed by the employer, student, parent, and teacher-coordinator, and shall be maintained on file. In addition, a training plan outlining the on-the-job training activities for each student shall be completed and maintained on file.

In order to assure quality of training and procedural compliance, the local teacher-coordinator shall visit each training station at least once per grading period. Provisions should also be made for the local instructor/coordinator to visit each training station in accordance with state guidelines. Students should be encouraged to develop teacher-assisted entrepreneurship programs, where such programs are related to the instructional content of the training program.

QUALITY INDICATORS

TO WHAT EXTENT:

A. . . does each student have a supervised agricultural experience program (SAE)?

<input type="checkbox"/> MET
<input type="checkbox"/> NOT MET

Evidence: Summary of completed Supervised Agriculture Experience Programs
SAE record books, or computer record keeping tools, individual student files/award applications

COMMENTS:

B. . . is a regularly scheduled visit or observation made of each student's supervised agricultural experience program and an additional two on summer SAE credit programs made each year by the instructors?

<input type="checkbox"/> MET
<input type="checkbox"/> NOT MET

Evidence: SAE visitation record

COMMENTS:

ALL QUALITY INDICATORS THAT ARE SHADED MUST BE MET IN ORDER TO MEET THE STANDARD

COORDINATION ACTIVITIES

STANDARD TEN (continued)

1 = Poor
2 = Below Average
3 = Average
4 = Above Average
5 = Outstanding

Quality Rating System ➔ ➔ ➔

TO WHAT EXTENT:

C. . . are there records to indicate that the teacher has conducted “ON-SITE” visits to each training station (or home-site) at least twice per year? 1 2 3 4 5

Evidence: SAE visitation record

COMMENTS:

D. . . does each student maintain an agricultural education record book/ electronic book in which regular entries are maintained? 1 2 3 4 5

Evidence: SAE record books or computer record keeping system, individual student files

COMMENTS:

E. . . is the students’ supervised agricultural experience program and record book utilized in determining the overall course grade? 1 2 3 4 5

Evidence: Class grade record, grade summaries, grading system

COMMENTS:

F. . . are students given an opportunity to fulfill supervised agricultural experience requirements through a variety of SAE types (ownership, placement, research projects and/or laboratory)? 1 2 3 4 5

Evidence: Summary of completed SAE programs, other School-to-Work mechanisms such as cooperative education, school sponsored enterprise, job shadowing, internships, service learning or research projects.

COMMENTS:

G. . . is there a Training Agreement signed by the employer, the student, the parent, and the teacher on file for each employed student? (A written agreement should also be prepared and signed by the appropriate parties for entrepreneurship and partnership programs.) 1 2 3 4 5

Evidence: Training Agreements

COMMENTS:

COORDINATION ACTIVITIES

STANDARD TEN (continued)

QUALITY INDICATORS

TO WHAT EXTENT:

H. . .has a training plan which outlines on-the-job training activities for each student
 been completed and maintained on file? 1 2 3 4 5

Evidence: Training plan

COMMENTS:

I. . .is supervision of agricultural experience programs recognized as a part of
 the local program? 1 2 3 4 5

Evidence: Course outline, records review / sheet evaluation

COMMENTS:

J. . .are supervisory agricultural experiences (SAE) visits made to
 prospective students? 1 2 3 4 5

Evidence: Schedule of summer visits, SAE visitation record.

COMMENTS:

Sum the ratings in the preceding columns..... _____ Total Points

In order to meet Standard Ten, Quality Indicators A and B must be met and the Total Points must equal or exceed 24 points.

Was Quality Indicator A met?..... _____ YES _____ NO

Was Quality Indicator B met?..... _____ YES _____ NO

**CAREER AND TECHNICAL STUDENT ACCOUNTING AND REPORTS
STANDARD ELEVEN**

Standard No. 11 - A record of student enrollment, placement, and follow-up activities are maintained and used in program planning and development.

Rationale: Recognizing that the major objective of the agriculture program is the continuation of the student's education and/or gainful employment, a systematic program of job placement and follow-up is essential. As evidence of efforts to achieve this objective, each local educational institution shall maintain student enrollment, placement, and follow-up records on all students who have enrolled in the agriculture program

QUALITY INDICATORS

TO WHAT EXTENT:

A. . .are student enrollment, annual placement, one and three year follow-up records maintained on all students?

<input type="checkbox"/>	MET
<input type="checkbox"/>	NOT MET

Evidence: Annual, 3 year follow up data information

COMMENTS:

Quality Rating System → → →

- 1 = Poor
- 2 = Below Average
- 3 = Average
- 4 = Above Average
- 5 = Outstanding

B. . .does the teacher maintain professionalism through the timely preparation of all reports and participation in program-related activities? 1 2 3 4 5

Evidence: Report files, professional participation record

COMMENTS:

C. . .are graduates assisted in finding job opportunities or enrollment in related post-secondary education? 1 2 3 4 5

Evidence: Career plans, placement records, personal interview or continued SAE records

COMMENTS:

ALL QUALITY INDICATORS THAT ARE SHADED MUST BE MET IN ORDER TO MEET THE STANDARD

**ADULT EDUCATION
STANDARD TWELVE**

Standard No. 12 - Opportunities for adult education in and about agriculture are provided through the delivery of adult agriculture educational activities or Young Farmer activities with educational meetings.

Rationale: The agriculture program should provide educational opportunities for adults in the community. The instructor should also utilize adult education in the planning and delivery of instructional activities.

QUALITY INDICATORS

TO WHAT EXTENT:

A. . . does the agricultural education program conduct a minimum of 5 hours of organized adult agriculture using community educational/service activities?

____ MET
____ NOT MET

Evidence:
COMMENTS:

B. . . does the program have an active Young Farmer chapter?

____ MET
____ NOT MET

Evidence: Young Farmer roster, program of activities, award applications, contests, members serving on Executive committee
COMMENTS:

Quality Rating System = = =

- 1 = Poor
- 2 = Below Average
- 3 = Average
- 4 = Above Average
- 5 = Outstanding

C. . . does the agriculture program encourage and participate in a variety of educational meetings, tours, and activities? 1 2 3 4 5

Evidence: Adult participation records, Young Farmer program of activities, participation in Area State and National activities (i.e. National Institute, State Young Farmer Convention), educational activities, community service activities.

COMMENTS:

AT LEAST ONE OF THE ABOVE SHADED QUALITY INDICATORS MUST BE MET TO MEET THE STANDARD

ADULT EDUCATION
STANDARD TWELVE (continued)

QUALITY INDICATORS

TO WHAT EXTENT:

D. . .does the teacher work with other agricultural agencies in the community developing and conducting educational programs/activities? 1 2 3 4 5

Evidence: Adult class/activity descriptions and schedules, advisory committee minutes, fair boards, commodity organizations

COMMENTS:

Sum the ratings in the preceding columns..... _____ Total Points

In order to meet Standard Twelve, Quality Indicator A or B must be met and the Total Points must equal or exceed 6 points.

Was Quality Indicator A or B met?..... _____ YES _____ NO

GENERAL SUGGESTIONS FOR IMPROVEMENT

Outline general suggestions for overall improvement of the program.

Standard #	Recommendations

SPECIFIC RECOMMENDATIONS FOR IMPROVEMENT

Outline specific recommendations for program improvement that should be implemented in order for the program to meet the minimum standards. Each standard that was found to be deficient should be identified and recommendations for improvement made.

Standard #	Recommendations

Prioritize the recommendations and develop an outline of actions and time line to implement one or more of the recommendations. (See next page.)

Recommendation	What Action?	Who Responsible?	When to Implement?

Policy Notification Statement: It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), The Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS & 12101, et Seq.). Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, Room 229, State House, Indianapolis, IN 46204-2798 or by telephone to 317-232-6610, or to the Director of the Office of Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204
 Dr. Suellen Reed, State Superintendent of Public Instruction